

## RIGHT-OF-WAY PERMIT INSTRUCTIONS

- Step 1:** Complete a Right-of-Way Permit Application through the LOCAL AGENCY street/highway department. Blank applications can be located here: INSERT WEBSITE, ADDRESS, or EMAIL.
- Step 1a:** Determine permit fee amount. Fees are based on the type and extents of work being performed. For fee amounts, refer to the LOCAL AGENCY fee schedule.
- Step 1b:** Determine the bonding amount required. Bonding amounts are based on the type and extents of work being performed. For bonding amounts, refer to the LOCAL AGENCY bonding fee schedule.
- Step 2:** Submit Permit Application along with projects plans to the LOCAL AGENCY street/highway department. Plans must include maintenance of traffic schematics and details.
- Step 2a:** If a road closure is necessary, it must be declared in the permit application and a separate Road Closure Permit must be submitted to the LOCAL AGENCY for separate approval.
- Step 3:** LOCAL AGENCY street/highway department reviews, approves, and makes recommendation to the executive board of the LOCAL AGENCY.
- Step 4:** Submit original copies of the Permit Bonds to the LOCAL AGENCY. The LOCAL AGENCY shall be shown as the Obligee in any and all Bonds.
- Step 5:** LOCAL AGENCY executive board reviews recommendation from LOCAL AGENCY street/highway department and approves Right-of-Way Permit.
- Step 6:** Applicant will be notified of the LOCAL AGENCY executive board approval within one (1) business day of the formal approval. Once applicant submits permit fees, the LOCAL AGENCY will provide a signed permit to the Applicant. Fees should be made payable to LOCAL AGENCY.
- Step 7:** Applicant shall contact the LOCAL AGENCY in accordance with the permit terms and conditions regarding the start of construction. Permit expires one (1) year after formal approval by the LOCAL AGENCY executive board.
- Step 8:** Upon completion of the work, Applicant shall notify the LOCAL AGENCY so a final inspection may be completed.
- Step 9:** LOCAL AGENCY will perform a final inspection of the work. The Applicant will be notified of any deficiencies and will be expected to remedy as directed within the timeframe specified. Upon final acceptance, the LOCAL AGENCY will notify the Applicant that work has been completed satisfactorily.
- Step 10:** Applicant shall submit a three (3) year maintenance bond for the work completed within the right-of-way. Original permit bond will be cashed if Applicant fails to submit a maintenance bond within a reasonable time of LOCAL AGENCY acceptance.